



Agenda  
Page County Board of Supervisors  
Work Session  
Shenandoah Elementary School – 529 Fourth Street, Shenandoah  
October 20, 2015 – 7:00 p.m.

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**Call to Order**

- Pledge of Allegiance
- Invocation

**Adoption of Agenda**

**Public Hearing**

Ordinance to Amend Chapter 119 of the County Code

John Thomas (p. 3)

**Presentations, Proclamations and Awards**

Presentation on 4-H Activities

Nicole Clem

**Public Comments on Agenda Items**

**Action Matters**

Building Permit Fee Schedule Revisions

Supervisor Short (p. 6)

Budget Changes

Ben Blevins (p. 14)

Board and Commission Appointments

Regina Miller (p. 19)

**Consent Agenda (p. 21)**

- Approval of Financial Reports
- Approval of Accounts Payable
- Approval of Minutes – September 1, 2015 and September 15, 2015

**Old Business**

Update on the Shooting Range and Use by 4-H

John Thomas

**New Business**

Supervisor's Corner – October 2015

Supervisor Wiatrowski (p. 47)

**Open Public Comments**

**Administrator's Report**

## **Supervisors Time**

### **Closed Session** (p. 48)

- Discussion of the Award of a Public Contract, Pursuant To the Code of Virginia, Section 2.2-3711(A)(29)

### **Exit Closed Session/Certification of Closed Session**

## **Adjourn**

(Next work session is scheduled for Wednesday, November 4, 2015. The date was changed from Tuesday, November 3, 2015 due to Election Day.)

### Mission Statement

To provide our citizens and businesses with a superior quality of life by delivering County services and programs in a fiscally prudent and responsible manner.

**NOTICE OF PUBLIC HEARING  
BOARD OF SUPERVISORS  
COUNTY OF PAGE, VIRGINIA  
AN ORDINANCE TO AMEND CHAPTER 119,  
VIRGINIA LAW, ADOPTION OF, OF THE PAGE COUNTY CODE**

**PLEASE TAKE NOTICE:** That the Board of Supervisors of the County of Page, Virginia shall hold a public hearing on Tuesday, October 20, 2015, at 7:00 p.m. at Shenandoah Elementary School, 529 Fourth Street, Shenandoah, Virginia 22849, for the purpose of a public hearing on the proposed ordinance to amend Chapter 119, Virginia Law, Adoption of, of the Page County Code.

The full text of the proposed amendment to the Ordinance may be reviewed and inspected at the office of the County Administrator, 103 South Court Street, Suite F, Luray, Virginia 22835.

The public is invited to attend this public hearing to express their views thereon.

The Notice is given pursuant to § 15.2-1427 of the Code of Virginia (1950), as amended.

**BOARD OF SUPERVISORS  
COUNTY OF PAGE, VIRGINIA**

**AN ORDINANCE TO AMEND CHAPTER 119 (VIRGINIA LAW, ADOPTION OF)  
OF THE PAGE COUNTY, VIRGINIA, CODE**

**WHEREAS**, by Ordinance duly adopted on July 8, 2003, the Board of Supervisors of the County of Page adopted Chapter 119, Virginia Law, Adoption of, of the Page County Code; and

**WHEREAS**, such Ordinance has been amended from time to time and is in full force and effect on the date hereof; and

**WHEREAS**, upon mature consideration, the Board of Supervisors has determined the advisability to further amend the ordinance to revise Section 119-5 (Application to private subdivisions of 100 lots or more) and to add a new Section 119-7 (Speed Limits).

**NOW THEREFORE**, be it resolved and ordained by the Board of Supervisors of the County of Page, Virginia, that Chapter 119 (Virginia Law, Adoption of) of the Page County Code be amended to read as follows:

1. Page County Code § 119-5. Application to private subdivisions of 100 lots or more, is hereby amended to read:

“§ 119-5. Application to private subdivisions of 100 lots or more.

In addition to the provisions of § 119-4, the private roads within any residential development containing 100 or more lots or residential dwelling units are hereby designated as highways for law-enforcement purposes. The certification of road signs and speed limits by private licensed professional engineers using criteria developed by the Commissioner of Highways is hereby approved and adopted and, for law-enforcement purposes, such certification shall have the same effect as if certified by the Commissioner of Highways.”

2. A new § 119-7. Speed Limits, is hereby added to the Page County Code which reads:

“§ 119-7. Speed Limits.

Pursuant to § 46.2-1300, Code of Virginia (1950), as amended, Page County’s chief administrative officer is hereby authorized to increase or decrease the speed limit within its boundaries, provided such increase or decrease in speed shall be based upon an engineering and traffic investigation by Page County and provided such speed area or zone is clearly indicated by markers or signs.”

3. This Ordinance shall be in full force and effect from and after \_\_\_\_\_, 2015, as provided by Virginia law.

Dates of Notice Publication: \_\_\_\_\_, 2015

\_\_\_\_\_, 2015  
Date of Adoption of Ordinance \_\_\_\_\_, 2015

\_\_\_\_\_  
John R. Woodward, Chairman-at-Large  
Board of Supervisors of the County of Page, Virginia

Attest:

\_\_\_\_\_, Clerk

### **CERTIFICATE OF VOTES**

The undersigned Clerk of the Board of Supervisors of Page County, Virginia, hereby certifies that the foregoing Ordinance constitutes a true and correct copy thereof adopted by the Board of Supervisors at a regular meeting duly held and called on \_\_\_\_\_, 2015. A record of the roll-call vote by the Board of Supervisors is as follows:

NAME	AYE	NAY	ABSTAIN	ABSENT
John R. Woodward, Chairman-At-Large				
D. Keith Guzy, Jr.				
David Wiatrowski				
J. D. Cave				
Darrell I. Short				
Dorothy F. Pendley				

Dated: \_\_\_\_\_, 2015

\_\_\_\_\_  
Clerk, Board of Supervisors  
Page County, Virginia



## COUNTY OF PAGE

103 South Court Street, Suite F  
Luray, Virginia 22835  
(540) 743-4142  
Fax: (540) 743-4533

### Board of Supervisors:

Johnny Woodward – Chairman – At- Large  
D. Keith Guzy, Jr. – District 1  
David Wiatrowski – District 2  
J. D. Cave – District 3  
Darrell Short – District 4  
Dorothy F. Pendley – District 5

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**TO:** Chairman Woodward and Board of Supervisors

**FROM:** Amity Moler, County Administrator

**SUBJECT:** Building and Zoning Fee Changes

**DATE:** October 20, 2015

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### **SUMMARY:**

During the FY16 budget planning process, changes/updates to the 2006 Building and Zoning Fee schedules were discussed. A committee comprised of Clark Draper, Kenny Fox, Michelle Somers, Amity Moler, Keith Guzy and Darrell Short met several times over the last quarter to recommend some additions and increases to the fee schedule.

### **RECOMMENDATION:**

Review each of the additions and changes to the Building and Zoning Permit Fee Schedule provided to you at the October 6 work session and ask any questions you may have about each.

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### **BACKGROUND:**

The current permit fee schedule used to calculate the cost of building and zoning permit fees in Page County has not been updated since 2006. The recommended additions and increases are still low in comparison with surrounding localities.

### **ISSUES:**

N/A

### **ALTERNATIVES:**

N/A

### **FISCALIMPACT:**

Approval of the recommended fee schedule will result in an increase to general fund revenues.

### **MOTION:**

I move to approve the additions and changes to the Building and Zoning Permit Fee Schedule as highlighted.

### **ATTACHMENTS:**

1. Commercial and Residential Permit Fee Schedule



Page County Building Department  
103 South Court Street, Suite B  
Luray VA 22835  
Phone : 540-743-6674  
Fax: 540-743-1419  
Office Hours: 8 a.m. to 4 p.m.  
[www.pagecounty.virginia.gov](http://www.pagecounty.virginia.gov)

## **Commercial Building Permit Fee Schedule**

Section 107.1.1

### **Building Permit Fees**

- A. New Construction:
  - a. Base Fee –\$50.00
  - b. \$0.15 per square foot
- B. Addition to Existing Buildings:
  - a. Base Fee-\$75.00
  - b. \$0.15 per square foot with a minimum of \$75.00
- C. Remodel and repairs:
  - a. Base Fee-\$30.00
  - b. \$0.12 per square foot with a minimum of \$30.00
- D. Siding, Reroofs:
  - a. Up to 10,000 square feet \$50.00
  - b. Over 10,000 square feet \$100.00
- E. Demolition- \$0.05 per square foot with a minimum of \$75.00
- F. Swimming pools: \$300.00
- G. Signs:
  - a. Wall signs: (not required to be designed by engineers) \$30.00
  - b. Pole sign requiring engineered drawings- \$75.00
  - c. Hanging - \$40.00
  - d. Ground -\$50.00
  - e. Repair to signs and billboards- \$75.00
  - f. Replacing face of sign-\$40.00
- H. Retaining walls- \$50.00 plus \$1 per foot
- I. Towers-
  - a. Less than 40 feet in height-\$50.00
  - b. 40 feet to 60 feet in height-\$250.00
  - c. Over 80 feet in height - \$500.00
- J. Temporary office trailers:

- a. Single width (up to 14 feet) - \$100.00
  - b. Double width (over 14 feet)- \$200.00
- K. Tents- over 900 square feet and/or more than 50 occupants \$75.00 plus \$0.05 per square feet
- L. Foundation only (footings, walls, and slab) \$0.05 per square foot with a minimum fee of \$40.00
- M. Special inspections (day care centers, change of occupancy, extra inspections, etc.) - \$40.00
- N. Amusement rides-the fee permit to operate in county or inspection of rides shall be set as set by the state per ride.

### **Electrical Permits**

- A. New Services :
  - a. Up to 200 amp- \$75.00
  - b. Up to 400 amp-\$100.00
  - c. Over 400 amp - \$175.00.00
- B. Wiring in new construction, additions and remodels-
  - a. Base fee- \$50.00
  - b. Receptacles, lights, switches \$0.50 each
  - c. Sub panels, panel board, etc. - \$25.00 each
- C. Motors- \$10.00 each
- D. Fire alarm system- \$75.00 plus \$3.00 for each pull station
- E. Upgrades/ changeovers to existing buildings
  - a. Up to 200 amp \$75.00
  - b. 201 to 400 amp-\$100.00
  - c. Over 400 amp -\$175.00
- F. Sings-\$35.00 each
- G. Swimming pools-\$35.00 (if running off existing service)
- H. Temporary construction poles - \$35.00 ( up to 200amp and \$15.00 for sub-panels)
- I. Parking lot pole lighting -\$10.00 each with a minimum of \$40.00
- J. Standby generator: \$100.00
- K. Sewer pumps/ pump- \$30.00
- L. Solar panels - \$100.00 per panel

### **Plumbing Permits**

- A. New construction, additions, remodels –
  - a. Base fee - \$50.00
  - b. Each fixture, drain, trap, etc. - \$3.00 each
- B. Swimming pool connection - \$20.00 (if connected to plumbing system)
- C. Water / sewer hook-up connection to town - \$50.00

### **Mechanical Permits**

- A. Furnace -\$100.00
- B. Boiler



- a. Under 200,000 BTU's - \$100.00
  - b. Over 200,000 BTU's - \$200.00
- C. Heat pump -\$30.00 each
- D. Air handling unit- \$30.00
- E. Roof top heating/ cooling unit - \$60.00
- F. Duct heater- \$20.00
- G. Sprinkler system - \$100.00 plus \$0.75 per head
  - a. Standpipe wet- \$100.00
  - b. Standpipe dry- \$200.00
- H. Hydro/ Flow system test- \$60.00
- I. Fire pump - \$50.00
- J. Fire system test - \$50.00
- K. Hood system- \$50.00
- L. Hood system test - \$50.00
- M. Gas piping-\$40.00
- N. Gas lines-\$40.00
- O. Gas tanks- \$30.00
- P. Storage tanks-
  - a. Install base fee \$100.00, above/below ground \$25.00 per tank
  - b. Removal base fee -\$50.00 above /below ground \$25.00 per tank
- Q. Elevator and following - \$75.00
  - a. Chairlift
  - b. Dumbwaiters
  - c. Freight lifts
  - d. Escalators
  - e. Hoist way
  - f. Man lifts
  - g. Conveyers

### **Miscellaneous**

- A. Special inspection - \$40.00
- B. Plan review- \$50.00 plus \$10.00 per 1,000 sq. ft. over 1,000 sq. ft.
- C. Certificate of occupancy for existing building where none exist - \$200.00
- D. Temporary occupancy permit - \$100.00
- E. Permit renewal ( if permit has been inactive, no inspections, for a period of 1 year or longer, applicant will be required to request an extension apply for a new permit for remainder of work that needs to be completed).
  - a. New construction - \$100.00
  - b. Remodeling - \$50.00
- F. Request inspection and not ready - \$50.00
- G. Annual permit - \$150.00

H. Re-inspection fee - \$50.00 (after 1 failed inspection this fee will be charged)

I. Stop work order – \$100.00

J. Failure to comply – Double the cost of the permit *(Any person, firm or corporation starting any aforesaid work without first obtaining a building permit shall be subject to a penalty.)*



## Page County Building Department

103 South Court Street, Suite B

Luray VA 22835

Phone : 540-743-6674

Fax: 540-743-1419

Office Hours: 8 a.m. to 4 p.m.

[www.pagecounty.virginia.gov](http://www.pagecounty.virginia.gov)

### **Residential Building Permit Fee Schedule**

Section 107.1.1 of the Uniform Statewide Building Code 2012, Authority for charging fees:

#### **Building Permit Fees**

- A. New Construction:
  - a. Base Fee –\$30.00
  - b. Single family dwellings; duplex units; townhouses, etc. \$0.12 per square foot
  - c. Foundation only \$0.15 per square foot with a minimum of \$30.00
  - d. Garages and carports \$0.12 per square foot with a \$30.00 minimum if not including with house permit
  - e. Porches and decks \$0.10 per square foot with a \$30.00 minimum if not including with house permit
  - f. Storage buildings, lean-to's and pergola's - \$0.10 a square foot with a minimum of \$30.00
  - g. Storage building under the square footage set forth under §108.2.2 of the Uniform Statewide Building Code no building permit required.
- B. Addition to Existing Buildings:
  - a. Base Fee-\$50.00
  - b. \$0.12 per square foot with a minimum of \$50.00
- C. Remodel and repairs:
  - a. Base Fee-\$30.00
  - b. \$0.10 per square foot with a minimum of \$30.00
- D. Manufactured Homes:
  - a. Base fee - \$ 30.00
  - b. Single wide-\$150.00
  - c. Double wide-\$175.00
  - d. Basement area (if installed) \$0.15 per square foot (requires engineered plans)
- E. Modular Homes:
  - a. One story units \$175.00 plus \$25.00 per section
  - b. Two story units \$225.00 plus \$25.00 per section (this includes cape cods or homes that attic can be finished)
  - c. Basement area (if installed) \$0.12 per square foot
- F. Siding, Reroofs: no permit required per state code at present
- G. Foundations only – Base fee \$40.00 plus \$0.02 per square foot with a minimum amount of \$30.00 (this includes footings, walls, slab, ground works)
- H. Demolition- \$50.00
- I. Shelter for recreation use/ open on all sides - \$50.00 per structure
- J. Greenhouses: Base fee \$30.00 plus \$0.06 per square foot
- K. Swimming pools:
  - a. Above ground - \$35.00

- b. In-ground- \$225.00 (includes electrical)
- c. Spas, hot tub- \$30.00 (includes electrical)
- d. Fence-~~\$40.00~~

L. Signs:

- a. Home occupations - \$30.00
- b. Ground and monument- \$40.00

M. Relocation of buildings: \$0.06 per square foot with a minimum fee of \$25.00

N. Retaining walls- \$ \$30.00 plus \$1.00 per running foot

O. Bridges – \$100.00 (5-ton single span)

### Electrical Permits

A. New Services :

- a. Up to 200 amp- \$40.00
- b. Up to 300 amp-\$50.00
- c. Up to 400 amp - \$60.00
- d. Over 400 amp -\$ 70.00

B. Additional meter over 1<sup>st</sup> -\$15.00

C. Reconnection of service- ~~\$40.00~~

D. Wiring in new construction- \$50.00

E. Wiring in additions / remodels-\$30.00

F. Garages:

- a. Interior wiring - \$30.00

G. Manufactured homes:

- a. Up to 200 amp - \$40.00
- b. Over 200 amp - \$45.00

H. Temporary poles- \$25.00

I. Utility poles for campers / travel trailers- \$75.00 (will need to be renewed yearly)

J. Standby generator: \$75.00

K. Sub-panels - \$15.00

L. Sewer pumps/ pump- \$30.00

M. Solar panels - \$100.00 plus \$10.00 per panel

N. Pools:

- a. Above ground swimming pool - \$35.00

**Commented [DH1]:**

**Commented [DH2]:** USBC now requires a separate permit for the fence. Just for fencing around pools

**Commented [DH3]:** SVEC requires an inspection from this department for a reconnection of service. We require a electrical permit to ensure the safety of the meter...ground rods...correctly wired

### Plumbing Permits

- A. New construction, additions, remodels - \$30.00 per bathroom
- B. Modular homes- \$45.00
- C. Manufactured homes- \$30.00
- D. Swimming pool connection - \$25.00 (if connected to plumbing system)
- E. Water / sewer hook-up connection to town - \$50.00

### Mechanical Permits

- A. Base fee- \$45.00 (this includes one unit)
- B. Chimney / fireplace - \$30.00
- C. Each addition furnace, heat pump or ac unit - \$20.00

- D. Gas line installation - \$25.00
- E. Secondary gas appliance - \$45.00 (including tank, lines, heater)
- F. Tank and lines –\$ 40.00
- G. Chimney liners- \$40.00

**Miscellaneous**

- A. Special inspection - \$40.00
- B. Business license inspection - \$40.00
- C. Plan review-
  - a. Houses-\$45.00
  - b. Storage building s & deck less than 1,200 sq. ft. -\$30.00
- D. Certificate of occupancy for existing building where none exist - \$100.00
- E. Temporary occupancy permit - \$50.00
- F. Permit renewal ( if permit has been inactive, no inspections, for a period of 6 months or longer, applicant will be required to ask for an extension or apply for a new permit for remainder of work that needs to be completed).
  - a. New construction - \$45.00
  - b. Remodeling - \$30.00
- G. Request inspection and not ready - \$50.00
- H. Re-inspection fee - \$40.00 (after 1 failed inspection this fee will be charged)
- I. Stop work order - \$100.00
- J. Failure to comply - \$100.00 and up to double the cost of the permit for *any person, firm or corporation starting any aforesaid work without first obtaining a building permit shall be subject to a penalty.*

\*\*\*Please contact this office to verify the cost of a permit\*\*\*\*\*

Everything highlighted in yellow is new to the code



## COUNTY OF PAGE

103 South Court Street, Suite F  
Luray, Virginia 22835  
(540) 743-4142  
Fax: (540) 743-1055

### Board of Supervisors:

Johnny Woodward – Chairman – At- Large  
D. Keith Guzy, Jr. – District 1  
David Wiatrowski – District 2  
J. D. Cave – District 3  
Darrell Short – District 4  
Dorothy F. Pendley – District 5

### County Administrator:

Amity Moler

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**TO:** Chairman Woodward and Board of Supervisors  
**THRU:** Amity Moler, County Administrator  
**FROM:** Ben Blevins, Management Analyst  
**SUBJECT:** FY 16 Budget Appropriation  
**DATE:** October 20, 2015

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### **SUMMARY:**

The Page County School Board has received approval and authorization during 2015-2016 on a new grant (School Security Equipment Grant) within an existing state program. These funds will be channeled through the Virginia Department of Education and grantors directly on a reimbursement basis with no increase or decrease of local appropriation involved.

### **RECOMMENDATIONS:**

1. Staff recommends appropriation of the additional State Funds from the School Security Grant Award in the amount of \$79,590 to be used for the purchase of school security equipment.
- 

### **BACKGROUND:**

**2015 School Security Equipment Grant Award** – The anticipated funds in the new grant will exceed the original estimated budget and can be expended once approved for use to The Page County School Board.

### **ISSUES:**

None.

### **ALTERNATIVES:**

None.

### **FISCAL IMPACT:**

This appropriation will increase the budget in the amount of \$79,590. **There is no local match.**

**MOTION(S)**

I move to approve the School Security Equipment Grant by appropriating the amount of \$79,590.

**ATTACHMENTS:**

1. 2015 School Security Equipment Grant Award Resolution.

**Motion:** I move to budget and appropriate the requested amounts as detailed in the attachments to this agenda item.

Or

**Alternate Motion:** I move to transfer or budget and appropriate the requested amounts as detailed in the attachments to this agenda item except for item(s) \_\_\_\_\_.

**AGENDA                      BOARD OF SUPERVISORS                      October 20, 2015**

SUBJECT: 15/16 Budget Changes

RECOMMENDATION:

FISCAL IMPLICATIONS: The budget and appropriation requests total \$79,590.

DISCUSSION: None

TIMING: Routine

POLICY IMPLICATIONS: Increase FY 15 budget by \$79,590.

STAFF: \_\_\_\_\_  
Finance Department

Attachments: Requests for Budget Changes spreadsheet and supporting documentation



**SUPPLEMENTAL APPROPRIATIONS REQUESTS:**

<i>Item #</i>	<i>Department</i>	<i>Description/Reason</i>	<i>Revenue Source</i>	<i>Expenditure</i>	<i>Requested Amt.</i>
A	Page County School Board	Additional funding	State Government Commonwealth of VA	Page County School Board (Operations & Maintenance)	\$79,590
B					
C					
D					
TOTAL REQUESTS:					\$79,590

**BUDGET TRANSFER REQUESTS:**

<i>Item #</i>	<i>Department</i>	<i>Description/Reason</i>	<i>Transfer From</i>	<i>Transfer to</i>	<i>Requested Amt.</i>
A					
TOTAL REQUESTS:					\$0

**RESOLUTION REQUESTING ADJUSTMENT  
OF 2015-2016 BUDGET  
FOR ADDITIONAL GRANT FUNDS**

**2015 SCHOOL SECURITY EQUIPMENT GRANT AWARD**

**WHEREAS,** The Page County School Board has received approval and authorization during 2015-2016 on a new grant within an existing state program; and

**WHEREAS,** the anticipated funds in this new grant will exceed the original estimated budget for 2015-2016; and

**WHEREAS,** the Page County School Board will receive the additional funds, channeled through the Virginia Department of Education and grantors directly, on a reimbursement basis; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Page County School Board, for audit and record keeping purposes to keep the 2015-2016 budget in balance, with no increase or decrease of local appropriation involved, respectfully requests the Page County Board of Supervisors to appropriate additional State funds in the School Security Equipment Grant in the amount of \$79,590.00 to be used for the purchase of school security equipment.

**EXPENDITURES:**

FUNCTION	BUDGETED AMOUNT	SUPPLEMENTAL APPROPRIATION REQUEST	REVISED BUDGET
61 INSTRUCTION	\$25,372,424.60	0	\$25,372,424.60
62 ADMIN, ATTND, HEALTH	1,713,733.00	0	1,713,733.00
63 TRANSPORTATION	1,867,793.00	0	1,867,793.00
64 OPER & MAINT	3,720,773.00	\$79,590.00	3,800,363.00
66 FACILITIES	65,000.00	0	65,000.00
67 DEBT SERVICE	4,007,371.00	0	4,007,371.00
67 COBRA/RETIREE INS	228,462.00	0	228,462.00
68 TECHNOLOGY	937,165.00	0	937,165.00
<b>TOTAL</b>	<b>\$37,912,721.60</b>	<b>\$79,590.00</b>	<b>\$37,992,311.60</b>

**REVENUE:**

SOURCE	BUDGETED AMOUNT	SUPPLEMENTAL APPROPRIATION REQUEST	REVISED BUDGET
SALES TAX	\$ 3,651,016.00	0	\$ 3,651,016.00
STATE	17,158,550.60	\$79,590.00	17,221,140.60
FEDERAL	1,821,429.00	0	1,838,429.00
RECOVERED COSTS	1,671,509.00	0	1,671,509.00
LOCAL OPERATIONS MATCH	9,603,346.00	0	9,603,346.00
LOCAL DEBT SERVICE	4,006,871.00	0	4,006,871.00
<b>TOTAL</b>	<b>\$37,912,721.60</b>	<b>\$79,590.00</b>	<b>\$37,992,311.60</b>

This is to certify that the foregoing resolution was authorized by the Page County School Board during its regular session on September 28, 2015.



Dr. Morgan Phenix, Chairman

ATTEST:   
Linda Breeden-Wallace, Clerk



## COUNTY OF PAGE

103 South Court Street, Suite F  
Luray, Virginia 22835  
(540) 743-4142  
Fax: (540) 743-4533

### Board of Supervisors:

Johnny Woodward – Chairman – At- Large  
Keith Guzy – District 1  
David Wiatrowski – District 2  
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Dorothy Pendley – District 5

### County Administrator:

Amity Moler

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**TO:** Chairman Woodward and Board of Supervisors  
**FROM:** Regina Miller, Assistant to the County Administrator  
**THRU:** Amity Moler, County Administrator  
**SUBJECT:** Board and Commission Appointments  
**DATE:** October 16, 2015

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### **SUMMARY:**

Appointments need to be made to the following Boards: Planning Commission (District 4), Shenandoah Area Agency on Aging, Airport Authority, and the Board of Equalization.

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### **BACKGROUND:**

Planning Commission: A vacancy exists on the Planning Commission for the District 4 seat. An appointment needs to be made for a term to expire on January 11, 2019.

Shenandoah Area Agency on Aging: An individual needs to be appointed to fill a seat on the SAAA Board for a four year term to expire September 30, 2019. The SAAA Board of Directors recently amended their by-laws and, as a result, only one representative is needed from each County.

The SAAA Board meets every other month during October, December, February, April, June, August, on the fourth Friday morning, from 10:00 a.m. to 12 noon at the Agency office in Front Royal.

Airport Authority: The term of Howard Anderson expired in August. He is willing to serve another four year term, which would expire on August 20, 2019.

Board of Equalization: Appointments will need to be made to the Board of Equalization prior to January 1, 2016. The Board will need to recommend appointees to the Circuit Court for appointment. In order to be eligible for appointment, each prospective member of such Board shall attend and participate in the basic course of instruction given by the Department of Taxation. Pursuant to the Code of Virginia, the Board of Equalization shall be composed of not less than three or more than five members. Thirty percent of the members of the board shall be

commercial or residential real estate appraisers, other real estate professionals, builders, developers, or legal or financial professionals, and at least one such member shall sit in all cases involving commercial, industrial or multi-family residential property, unless waived by the taxpayer. The term of the Board shall expire one year after the effective date of the assessment for which they were appointed.

**MOTIONS:**

**Planning Commission:**

I move to appoint \_\_\_\_\_ to the Planning Commission, as the District 4 representative, for an unexpired term through January 11, 2019.

**Shenandoah Area Agency on Aging:**

I move to appoint \_\_\_\_\_ to the Shenandoah Area Agency on Aging Board of Directors for a four year term through September 30, 2019.

**Airport Authority:**

I move to appoint \_\_\_\_\_ to the Airport Authority for a four year term, which will expire on August 20, 2019.

**Board of Equalization:**

I move to recommend to the Circuit Court the appointment of \_\_\_\_\_ to the Board of Equalization.



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Fax: (540) 743-4533

### Board of Supervisors:

Johnny Woodward – Chairman – At- Large  
D. Keith Guzy, Jr. – District 1  
David Wiatrowski – District 2  
J. D. Cave – District 3  
Darrell Short – District 4  
Dorothy F. Pendley – District 5

### County Administrator:

Amity Moler

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**TO:** Chairman Woodward and Board of Supervisors

**FROM:** Amity Moler, County Administrator

**SUBJECT:** Consent Agenda

**DATE:** October 16, 2015

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### **SUMMARY:**

The Consent Agenda is a part of the Board's regular meeting agenda, which includes the financial reports, accounts payable and payroll, the meeting minutes for the prior month, and any other items, which would not require discussion.

### **RECOMMENDATION:**

Approval of the Consent Agenda.

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### **BACKGROUND:**

The purpose of the Consent Agenda is to provide a method for the expeditious handling of items, which will not require discussion by the Board. The Code of Virginia requires the Board of Supervisors to approve accounts payable and payroll checks as well as payroll related electronic fund transfers. According to the Board's Rules of Procedure, all warrants must be presented to the Board of Supervisors for action as a consent agenda item at their regular meeting.

### **FISCAL IMPACT:**

The accounts payable checks, payroll checks, payroll direct deposit, and payroll tax electronic fund transfers totaled \$1,355,846.31 for the month of September.

### **MOTION(S):**

I move to approve the Consent Agenda as follows:

- Financial reports for the period of September 1-30, 2015;
- Accounts payable checks, payroll checks, payroll direct deposits, and payroll tax related electronic fund transfers totaling \$1,355,846.31 for the month of September 2015;
- Minutes of September 1, 2015 and September 15, 2015.

### **ATTACHMENT(S):**

1. Financial Reports for September 1-30, 2015 (provided separately)
2. Warrant Report for September 1-30, 2015

3. Payroll Warrant Report, dated September 11, 2015
4. Payroll Warrant Report, dated September 25, 2015
5. Board of Supervisors Minutes for September 1, 2015
6. Board of Supervisors Minutes for September 15, 2015

MOTION: I move to accept the Financial Reports for the period September 1 – September 30, 2015.

**AGENDA**

**BOARD OF SUPERVISORS**

**October 20, 2015**

SUBJECT: Financial Reports

ISSUE: Approval by the Board of Supervisors of monthly Financial Reports in accordance with county policy and the Code of Virginia.

RECOMMENDATION: Approval

FISCAL IMPLICATIONS: These are summaries of all fiscal activity for the month.

TIMING: Routine

POLICY IMPLICATIONS: None

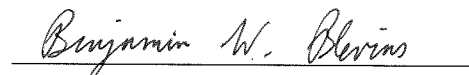
DISCUSSION: The County's budget ended the month with an unencumbered balance of \$46,863,811.69. The general fund accounts for \$13,933,207.35 of the unencumbered amount.

The county's cash and investment portfolio equaled \$5,206,990.72 at the end of the month.

\*Numbers were submitted based on reports generated by the computer and by a study of reports submitted in prior months by the Finance Director.

STAFF:





ATTACHMENTS: Summary of Revenue and Expenditures  
Balance Sheet  
Departmental Expenditures

MOTION: I move to approve accounts payable checks, payroll checks, payroll direct deposits, and payroll tax related electronic funds transfers, which total \$1,355,846.31 as detailed in the discussion section and the supporting warrant lists.

**AGENDA**

**BOARD OF SUPERVISORS**

**October 20, 2015**

SUBJECT: Warrant Lists

ISSUES: State law requires the Board of Supervisors to approve accounts payable and payroll checks as well as payroll related electronic funds transfers.

RECOMMENDATION: Approval.

FISCAL IMPLICATIONS: This action is necessary to fulfill the County's financial obligations to vendors and employees.

TIMING: Routine.

POLICY IMPLICATIONS: This action complies with the policy that was set by the Board of Supervisors as to the payment of invoices, payroll, etc.

DISCUSSION:

	Beginning Check #	Ending Check #	Amount
Payroll Checks dated September 11, 2015	230919	230952	21,790.25
Direct Deposits			153,527.02
Tax Electronic Transfers			57,365.75
Payroll Checks dated September 25, 2015	230953	230988	21,399.67
Direct Deposits			153,590.68
Tax Electronic Transfers			57,544.61
Accounts Payable -9/1/15 through 9/30/15	184468	184801	780,214.53
Electronic Transfers	91491	91497	110,413.80
TOTAL			\$1,355,846.31

Benjamin W. Blevins

Christina Jayla

ATTACHMENTS: Warrant Lists, Check Registers, Direct Deposit Registers, and Payroll Register summary pages, which details the Tax Electronic Transfer.



**Warrant Report**  
**September 1, 2015**  
**through**  
**September 30, 2015**

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CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
09/02/2015	91491	TREASURER OF VA. - VRS	256	14,247.87
09/09/2015	91492	SUNTRUST BANK	3632	26,954.93
09/09/2015	91493	USDA RURAL DEVELOPMENT	2751	10,430.00
09/09/2015	91494	USDA RURAL DEVELOPMENT	2751	39,870.00
09/09/2015	91495	USDA RURAL DEVELOPMENT	2751	11,585.00
09/09/2015	91496	USDA RURAL DEVELOPMENT	2751	3,663.00
09/09/2015	91497	USDA RURAL DEVELOPMENT	2751	3,663.00
09/02/2015	184468	AMERICAN FLOOR MATS	4409	84.38
09/02/2015	184469	AMERIGAS	3494	119.28
09/02/2015	184470	B-K OFFICE SUPPLY, INC.	18	43.56
09/02/2015	184471	BEST UNIFORMS OF GALLS	4330	1,371.22
09/02/2015	184472	CHRISTAL C. BURRILL	3864	60.00
09/02/2015	184473	CARTER MACHINERY CO., INC.	2346	2,112.91
09/02/2015	184474	CENTURYLINK	3616	5,180.28
09/02/2015	184475	CLEAR COMMUNICATIONS & ELECTRO	27	286.10
09/02/2015	184476	COMCAST	2892	77.74
09/02/2015	184477	COMMONWEALTH RESCUE SYSTEMS	4033	5,970.00
09/02/2015	184478	DOMINION VIRGINIA POWER	255	38.95
09/02/2015	184479	NATHAN FADELEY	3081	89.68
09/02/2015	184480	FIDELIS EMS BILLING, LLC	3769	2,818.69
09/02/2015	184481	FLOWERS BAKING CO. OF LYNCHBUR	59	180.00
09/02/2015	184482	WILLIAM FOLEY	4373	250.00
09/02/2015	184483	FORM NETWORKS LLC	4242	2,184.09
09/02/2015	184484	GALLS LLC	116	157.00
09/02/2015	184485	PENNY R. GRAY	2917	123.63
09/02/2015	184486	HENRY & WILLIAM EVANS	1714	3,300.00
09/02/2015	184487	HOLTZMAN OIL CORP	1167	1,023.24
09/02/2015	184488	HUGHESNET	4286	105.93
09/02/2015	184489	JANNEY & JANNEY	1756	360.00
09/02/2015	184490	JESSICA KARNES	4269	1,358.00
09/02/2015	184491	JEREMY KEYSER	725	18.91
09/02/2015	184492	TERESA KIBLER	4406	1,339.50
09/02/2015	184493	KPD, INC. PORT-A-JOHNS	3357	80.00
09/02/2015	184494	LURAY COPY SERVICE, INC.	145	668.75
09/02/2015	184495	LEXISNEXIS MATTHEW BENDER	1339	136.16
09/02/2015	184496	MOORE MEDICAL LLC	1827	2,254.69
09/02/2015	184497	PAGE CO-OP FARM BUREAU, INC.	175	2,329.96
09/02/2015	184498	PAGE COUNTY SHERIFF, PETTY CASH	404	45.00
09/02/2015	184499	DAVID L. PARKER, P.C.	4019	120.00
09/02/2015	184500	PIFER OFFICE SUPPLY, INC.	187	134.08
09/02/2015	184501	RACEY ENGINEERING PLLC	418	125.50
09/02/2015	184502	KAREN L. RHINEHART	3598	1,582.00
09/02/2015	184503	RICOH USA INC	3973	844.30
09/02/2015	184504	SCS ENGINEERS	1637	18,353.31
09/02/2015	184505	MELISSA E. SEAL	4402	3,322.00
09/02/2015	184506	SHELL	2037	4,702.38
09/02/2015	184507	SHENK'S PLUMBING, LLC	3741	300.00
09/02/2015	184508	SHOWALTER SIGNS & SILKSCREENIN	568	100.00
09/02/2015	184509	SHRED-IT USA	4407	216.00
09/02/2015	184510	MELODY L. SNIDER	4394	3,612.00
09/02/2015	184511	SPRINT	1431	2,802.80

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A/P CHECKS BY PERIOD AND YEAR  
FROM 09/01/2015 TO 09/30/2015

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CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
09/02/2015	184512	SPRINT	3238	937.65
09/02/2015	184513	STANLEY VOLUNTEER RESCUE SQUAD	226	94.75
09/02/2015	184514	STAPLES ADVANTAGE, DEPT DC	3997	486.47
09/02/2015	184515	TOWN OF LURAY	147	2,492.51
09/02/2015	184516	TOWN OF STANLEY	227	102.24
09/02/2015	184517	TREASURER OF VIRGINIA (DEQ)	1519	6,791.76
09/02/2015	184518	ULINE, INC.	3514	305.51
09/02/2015	184519	UNITED STATE PLASTIC CORPORATI	4408	194.89
09/02/2015	184520	US FOODS INC	1771	3,290.91
09/02/2015	184521	WALMART COMMUNITY/GEGRB	1790	86.75
09/02/2015	184522	WEEZIE'S WONDERFUL WORLD, LLC	4301	2,721.25
09/02/2015	184523	PAMELA S. WIGHTMAN	4254	1,806.00
09/09/2015	184524	AMERICAN FAMILY LIFE ASSURANCE	270	1,417.92
09/09/2015	184525	ANTHEM BLUE CROSS BLUE SHIELD	276	78,604.50
09/09/2015	184526	ATOMS MENTORING	4379	1,705.00
09/09/2015	184527	AUTOZONE INC.	2703	9.02
09/09/2015	184528	BEST UNIFORMS OF GALLS	4330	140.93
09/09/2015	184529	BLUE MOUNTAIN ANIMAL CLINIC	15	879.37
09/09/2015	184530	TINA M. CAMPBELL	3493	125.00
09/09/2015	184531	CATERPILLAR FINANCIAL SERVICES	4076	5,561.89
09/09/2015	184532	CENTURYLINK	3616	2,540.33
09/09/2015	184533	CHIEF SUPPLY CORPORATION	1232	727.98
09/09/2015	184534	CITY NATIONAL BANK OF WEST VIR	4376	130.83
09/09/2015	184535	CASSIE COMER	4313	125.00
09/09/2015	184536	COMSONICS, INC.	4127	158.00
09/09/2015	184537	CONCERN HOTLINE, INC	1837	1,000.00
09/09/2015	184538	CORRECTIONAL PEACE OFFICERS FO	2605	15.00
09/09/2015	184539	DISCOVERY SCHOOL OF VA FOR GIR	4113	5,580.00
09/09/2015	184540	ENDLESS POSSIBILITIES THERAPEU	4380	990.00
09/09/2015	184541	FLOWERS BAKING CO. OF LYNCHBUR	59	159.39
09/09/2015	184542	FORM NETWORKS LLC	4242	3,850.91
09/09/2015	184543	GALLS LLC	116	42.50
09/09/2015	184544	J REX BURNER CO.	22	170.00
09/09/2015	184545	LD&B INSURANCE & FINANCIAL SER	4135	803.29
09/09/2015	184546	LORD FAIRFAX EMS COUNCIL	141	28.00
09/09/2015	184547	LURAY CLINIC VETERINARY MEDICI	1043	195.00
09/09/2015	184548	LURAY COPY SERVICE, INC.	145	49.13
09/09/2015	184549	DR. WALLACE B LUTZ	2352	100.00
09/09/2015	184550	MILLER, EARLE & SHANKS, PLLC	2647	8,803.00
09/09/2015	184551	MINNESOTA LIFE	257	307.28
09/09/2015	184552	NATIONWIDE RETIREMENT SOLUTION	824	25.00
09/09/2015	184553	NORTH SPRING BEHAVIORAL HEALTH	2784	9,210.60
09/09/2015	184554	NORTHWESTERN COMMUNITY SERVICE	796	30.00
09/09/2015	184555	ORKIN PEST CONTROL	2382	78.51
09/09/2015	184556	PAGE CO-OP FARM BUREAU, INC.	175	32.60
09/09/2015	184557	PAGE NEWS & COURIER	185	275.58
09/09/2015	184558	PAGE VALLEY VETERINARY CLINIC	802	425.00
09/09/2015	184559	PENN VETERINARY SUPPLY, INC.	171	240.00
09/09/2015	184560	PIFER OFFICE SUPPLY, INC.	187	343.60
09/09/2015	184561	PITNEY BOWES RESERVE ACCOUNT	3812	4,000.00
09/09/2015	184562	RACEY ENGINEERING PLLC	418	160.00

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
09/09/2015	184563	RAPPAHANNOCK CREATIVE HEALTH C	2887	3,598.00
09/09/2015	184564	RICOH USA INC	3999	48.40
09/09/2015	184565	RICOH USA INC	3973	600.76
09/09/2015	184566	SCI-MED WASTE SYSTEMS INC.	2018	60.00
09/09/2015	184567	SENTARA RMH OCCUPATIONAL HEALT	4282	239.00
09/09/2015	184568	SHENANDOAH VALLEY ELECTRIC COO	3703	9,246.17
09/09/2015	184569	SHOWALTER SIGNS & SILKSCREENIN	568	301.00
09/09/2015	184570	SHRM	4043	190.00
09/09/2015	184571	STEVE'S AUTOMOTIVE & TOWING	2009	50.00
09/09/2015	184572	SUNTRUST BANK	1274	8,759.07
09/09/2015	184573	TOWN OF STANLEY	227	83.89
09/09/2015	184574	TREASURER OF VIRGINIA	4411	149.52
09/09/2015	184575	TREASURER OF VIRGINIA (MED EXA	1843	40.00
09/09/2015	184576	UNITED WAY OF PAGE COUNTY	1556	1.00
09/09/2015	184577	US FOODS INC	1771	3,592.49
09/09/2015	184578	VACO RISK MANAGEMENT PROGRAMS	880	92.84
09/09/2015	184579	VALIC	1231	432.50
09/09/2015	184580	VECTOR SECURITY	2926	698.40
09/09/2015	184581	VERIZON	1645	27.00
09/09/2015	184582	VIRGINIA CREDIT UNION	385	300.00
09/09/2015	184583	TREASURER OF VIRGINIA	867	210.43
09/09/2015	184584	WALMART COMMUNITY/GECCB	1477	362.05
09/16/2015	184585	ACF ENVIRONMENTAL INC	2335	2,275.00
09/16/2015	184586	AFTON COMMUNICATIONS CORP	3912	9.97
09/16/2015	184587	AUGUSTA HEALTH CARE, INC.	2801	10.00
09/16/2015	184588	BUSINESS CARD	258	2,532.42
09/16/2015	184589	BAUGHAN CONSTRUCTION CO. INC.	1629	25,013.70
09/16/2015	184590	BEST UNIFORMS OF GALLS	4330	83.33
09/16/2015	184591	BLAUCH BROTHERS, INC.	786	1,935.42
09/16/2015	184592	BSN SPORTS	2507	370.00
09/16/2015	184593	BURNER ELECTRICAL SERVICE, INC	21	574.51
09/16/2015	184594	CARTER MACHINERY CO., INC.	2346	3,675.27
09/16/2015	184595	CENTURYLINK	3616	129.62
09/16/2015	184596	CHESTERFIELD INSURERS INC.	2175	35,496.00
09/16/2015	184597	COMCAST	2892	125.17
09/16/2015	184598	COMMONWEALTH DISTRIBUTION, LLC	3552	125.49
09/16/2015	184599	COMPUTER PROJECTS OF IL, INC.	3293	173.40
09/16/2015	184600	CONTRACT PHARMACY SERVICES INC	4126	2,364.56
09/16/2015	184601	CROSSROADS COUNSELING CENTER I	4073	4,385.00
09/16/2015	184602	D.R.'S QUICK STOP	47	1,020.00
09/16/2015	184603	EMERGENCY MEDICAL PRODUCTS INC	2032	370.97
09/16/2015	184604	FISHER AUTO PARTS, INC.	454	106.90
09/16/2015	184605	FLOWERS BAKING CO. OF LYNCHBUR	59	133.21
09/16/2015	184606	FORM NETWORKS LLC	4242	2,231.87
09/16/2015	184607	GALLS LLC	116	52.50
09/16/2015	184608	HEROES APPAREL	3478	635.20
09/16/2015	184609	HOLTZMAN OIL CORP	1167	1,901.96
09/16/2015	184610	HOLTZMAN OIL CORPORATION	1872	6,643.13
09/16/2015	184611	INTENSIVE SUPERVISION SERVICES	1596	180.00
09/16/2015	184612	INTERCEPT YOUTH SERVICES INC	2795	4,457.91
09/16/2015	184613	J REX BURNER CO.	22	183.10

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CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
09/16/2015	184614	JESSICA KARNES	4269	1,358.00
09/16/2015	184615	KEPLINGER REPAIR SERVICE INC	4231	926.33
09/16/2015	184616	KEYSER CONTRACTING	4291	860.00
09/16/2015	184617	LANCASTER ENTERPRISES	139	47.06
09/16/2015	184618	LIPPINCOTT WILLIAMS & WILKINS	2213	47.90
09/16/2015	184619	LORD FAIRFAX EMS COUNCIL	141	28.00
09/16/2015	184620	JOSEPH LUCAS	4398	280.00
09/16/2015	184621	LURAY COPY SERVICE, INC.	145	68.00
09/16/2015	184622	LURAY VOLUNTEER RESCUE SQUAD	317	7,160.76
09/16/2015	184623	LUTHERAN FAMILY SERVICES OF VA	3224	2,600.00
09/16/2015	184624	DR. WALLACE B LUTZ	2352	120.00
09/16/2015	184625	MARLOW FORD	1777	16.00
09/16/2015	184626	LEXISNEXIS MATTHEW BENDER	1339	248.40
09/16/2015	184627	MARY K. MENEFE	2924	187.50
09/16/2015	184628	NO. SHENANDOAH VALLEY REGIONAL	1469	2,230.65
09/16/2015	184629	PAGE CO-OP FARM BUREAU, INC.	175	1,898.26
09/16/2015	184630	PAGE MEMORIAL HOSPITAL INC.	96	160.00
09/16/2015	184631	PIFER OFFICE SUPPLY, INC.	187	95.37
09/16/2015	184632	PREMIUM MARKETING & SALES	4109	345.00
09/16/2015	184633	QUARLES ENERGY SERVICES	4039	33.29
09/16/2015	184634	RACEY ENGINEERING PLLC	418	66.00
09/16/2015	184635	KAREN L. RHINEHART	3598	1,582.00
09/16/2015	184636	RICOH USA INC	3973	915.13
09/16/2015	184637	MELISSA E. SEAL	4402	1,661.00
09/16/2015	184638	SHENANDOAH RESCUE SQUAD INC.	335	11,029.66
09/16/2015	184639	SHENANDOAH VALLEY ELECTRIC COO	3703	2,537.85
09/16/2015	184640	SHENANDOAH VALLEY S.O.T.P.	2745	280.00
09/16/2015	184641	SHENANDOAH VALLEY WATER CO.	2284	356.15
09/16/2015	184642	SHENK'S PLUMBING, LLC	3741	216.00
09/16/2015	184643	SKYLINE PAINT & HARDWARE	3784	2.84
09/16/2015	184644	SOUTHEASTERN EMERGENCY EQUIPME	203	3,573.10
09/16/2015	184645	STANLEY VOLUNTEER FIRE DEPARTM	340	13,000.00
09/16/2015	184646	STANLEY VOLUNTEER RESCUE SQUAD	226	14,813.39
09/16/2015	184647	STAPLES ADVANTAGE, DEPT DC	3997	499.14
09/16/2015	184648	STOKES GENERAL STORE COMPANY,	2818	454.49
09/16/2015	184649	SUNGARD PUBLIC SECTOR	395	16,922.26
09/16/2015	184650	TOM'S AUTO REPAIR	2677	449.90
09/16/2015	184651	TRUCK & EQUIPMENT CORP.	2581	4,257.51
09/16/2015	184652	US FOODS INC	1771	3,549.23
09/16/2015	184653	VECTOR SECURITY	2926	26.00
09/16/2015	184654	WEEZIE'S WONDERFUL WORLD, LLC	4301	1,347.50
09/16/2015	184655	WHSV	114	330.00
09/16/2015	184656	PAMELA S. WIGHTMAN	4254	1,806.00
09/16/2015	184657	ZOLL MEDICAL CORPORATION	1833	1,400.00
09/23/2015	184658	AMERICAN FAMILY LIFE ASSURANCE	270	1,388.93
09/23/2015	184659	AMERIGAS	3494	134.40
09/23/2015	184660	AMANDA ANDERSON	3200	60.00
09/23/2015	184661	ANTHEM BLUE CROSS BLUE SHIELD	276	75,845.50
09/23/2015	184662	AT&T MOBILITY	3037	42.86
09/23/2015	184663	AUTOZONE INC.	2703	111.99
09/23/2015	184664	HERBERT BESKIN LTRUSTEE	4412	560.00

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
09/23/2015	184665	BLAUCH BROTHERS, INC.	786	1,220.66
09/23/2015	184666	CENTURYLINK	3616	261.78
09/23/2015	184667	CITY NATIONAL BANK OF WEST VIR	4376	.00
09/23/2015	184668	COMCAST	2892	148.54
09/23/2015	184669	COMMONWEALTH DISTRIBUTION, LLC	3552	170.45
09/23/2015	184670	CORRECTIONAL PEACE OFFICERS FO	2605	15.00
09/23/2015	184671	CORRISOFT, LLC	4221	1,464.75
09/23/2015	184672	FLOWERS BAKING CO. OF LYNCHBUR	59	103.18
09/23/2015	184673	FORM NETWORKS LLC	4242	1,034.99
09/23/2015	184674	COUNTY OF FREDERICK, TREASURER	3152	12.14
09/23/2015	184675	GRAFTON SCHOOL, INC.	1721	6,732.00
09/23/2015	184676	HOLTZMAN OIL CORP	1167	1,282.16
09/23/2015	184677	IPC TECHNOLOGIES, INC.	3747	13,376.00
09/23/2015	184678	PAUL KINSER	2591	50.00
09/23/2015	184679	LD&B INSURANCE & FINANCIAL SER	4135	727.29
09/23/2015	184680	MARLOW FORD	1777	7,074.38
09/23/2015	184681	MASSANUTTEN REGIONAL LIBRARY	199	42,745.25
09/23/2015	184682	LEXISNEXIS MATTHEW BENDER	1339	234.36
09/23/2015	184683	MINNESOTA LIFE	257	307.28
09/23/2015	184684	MUNDY STONE COMPANY	3855	1,311.75
09/23/2015	184685	NADA APPRAISAL GUIDES	490	80.00
09/23/2015	184686	NATIONWIDE RETIREMENT SOLUTION	824	25.00
09/23/2015	184687	OFFICE DEPOT CREDIT PLAN	4091	17.99
09/23/2015	184688	PAGE CO-OP FARM BUREAU, INC.	175	264.66
09/23/2015	184689	PAGE COUNTY SHERIFF,PETTY CASH	404	5.64
09/23/2015	184690	PIFER OFFICE SUPPLY, INC.	187	210.65
09/23/2015	184691	PITNEY BOWES	1766	555.00
09/23/2015	184692	PURCHASE POWER/PITNEY BOWES	1711	1,029.19
09/23/2015	184693	REED & REED, PC	2664	88.00
09/23/2015	184694	REED'S TIRE CENTER #1 INC.	887	8.00
09/23/2015	184695	REPORTING SERVICE, INC	4335	1,075.25
09/23/2015	184696	KAREN L. RHINEHART	3598	111.39
09/23/2015	184697	RICOH USA INC	3973	1,867.73
09/23/2015	184698	SHELL	2037	3,246.83
09/23/2015	184699	SHENANDOAH VALLEY ELECTRIC COO	3703	945.87
09/23/2015	184700	LYNETTE M. SHENK	2027	159.27
09/23/2015	184701	SHENK'S PLUMBING, LLC	3741	65.00
09/23/2015	184702	SHOWALTER SIGNS & SILKSCREENIN	568	28.00
09/23/2015	184703	SKYLINE PAINT & HARDWARE	3784	2.84
09/23/2015	184704	SPECIALIZED YOUTH SVCS OF VA,	1924	894.00
09/23/2015	184705	TOM'S AUTO REPAIR	2677	79.95
09/23/2015	184706	TREASURER OF VIRGINIA	4411	149.52
09/23/2015	184707	UNITED WAY OF PAGE COUNTY	1556	1.00
09/23/2015	184708	UNIVERSAL PRINTING SOLUTIONS,	4378	3,018.30
09/23/2015	184709	US FOODS INC	1771	3,049.69
09/23/2015	184710	VACO RISK MANAGEMENT PROGRAMS	880	92.84
09/23/2015	184711	VALIC	1231	432.50
09/23/2015	184712	VIRGINIA CREDIT UNION	385	300.00
09/23/2015	184713	WINWORLD	3550	45.00
09/30/2015	184714	WILLIAM W. ALESHIRE	69	80.00
09/30/2015	184715	ALLIED PORTABLE TOILETS	2988	150.00

PROGRAM: GM350L

COUNTY OF PAGE

FROM 09/01/2015 TO 09/30/2015

BANK CODE

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CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
09/30/2015	184716	AMERIGAS	3494	116.08
09/30/2015	184717	MARY ANN ARRINGTON	645	120.00
09/30/2015	184718	ATWOOD MOBILE REPAIR	4413	2,450.00
09/30/2015	184719	B-K OFFICE SUPPLY, INC.	18	179.00
09/30/2015	184720	BEST UNIFORMS OF GALLS	4330	87.80
09/30/2015	184721	BLUE RIDGE BANK	173	114.00
09/30/2015	184722	JOYCE BURKE	371	104.00
09/30/2015	184723	BURNER ELECTRICAL SERVICE, INC	21	1,848.85
09/30/2015	184724	CHARLES L CAMPBELL	30	282.90
09/30/2015	184725	TINA M. CAMPBELL	3493	400.00
09/30/2015	184726	FAITH CARLSON	4141	20.00
09/30/2015	184727	CARTER MACHINERY CO., INC.	2346	1,792.46
09/30/2015	184728	CATERPILLAR FINANCIAL SERVICES	4076	5,561.89
09/30/2015	184729	CENTURYLINK	3616	449.83
09/30/2015	184730	COMCAST	2892	77.74
09/30/2015	184731	CASSIE COMER	4313	200.00
09/30/2015	184732	PETER J. CREATURO, JR.	4138	120.00
09/30/2015	184733	GLENROSE DAMERON	368	120.00
09/30/2015	184734	DRAPER ADEN ASSOCIATES	1664	31,118.33
09/30/2015	184735	FIDELIS EMS BILLING, LLC	3769	2,591.83
09/30/2015	184736	FLOWERS BAKING CO. OF LYNCHBUR	59	227.92
09/30/2015	184737	FORM NETWORKS LLC	4242	1,645.22
09/30/2015	184738	FULL SOURCE, LLC	4356	412.99
09/30/2015	184739	GRAFTON SCHOOL, INC.	1721	5,895.00
09/30/2015	184740	JACQUELINE E. GREEN	4137	48.00
09/30/2015	184741	EVELYN A. HARVEY	4139	72.00
09/30/2015	184742	HENSIL GOOD PAVING INC.	1878	3,200.00
09/30/2015	184743	SCOTT C. HIGGS	2838	225.00
09/30/2015	184744	BRENDA C. HILLIARD	781	120.00
09/30/2015	184745	HOLTZMAN OIL CORP	1167	1,228.32
09/30/2015	184746	HUGHESNET	4286	105.93
09/30/2015	184747	IPC TECHNOLOGIES, INC.	3747	1,237.50
09/30/2015	184748	KEITH R. JENKINS	683	108.00
09/30/2015	184749	MARY E. JOHNSON	513	128.00
09/30/2015	184750	MARK A. KEENEY	4414	101.96
09/30/2015	184751	KEYSER CONTRACTING	4291	520.00
09/30/2015	184752	SUE C. KEYTON	947	120.00
09/30/2015	184753	KPD, INC. PORT-A-JOHNS	3357	80.00
09/30/2015	184754	OTIS R. LAM, JR.	1467	120.00
09/30/2015	184755	LANCASTER ENTERPRISES	139	206.82
09/30/2015	184756	LURAY-PAGE CO CHAMBER OF COMME	146	22,916.66
09/30/2015	184757	DR. WALLACE B LUTZ	2352	245.00
09/30/2015	184758	RONALD MCCLELLAND	3434	20.00
09/30/2015	184759	MIDDLE RIVER REGIONAL JAIL	3657	41,880.85
09/30/2015	184760	CAROYLN A. MILLER	3547	16.00
09/30/2015	184761	KAY MIMS	651	120.00
09/30/2015	184762	PHILIP MIMS	727	120.00
09/30/2015	184763	MUNDY STONE COMPANY	3855	890.29
09/30/2015	184764	NATIONAL COUNSELING GROUP, INC	2681	3,631.01
09/30/2015	184765	JAMES E. NICHOLSON, JR.	2280	28.00
09/30/2015	184766	NO. SHENANDOAH VALLEY REGIONAL	1469	1,600.00

PREPARED 10/14/2015, 8:58:39  
PROGRAM: GM350L  
COUNTY OF PAGE

A/P CHECKS BY PERIOD AND YEAR  
FROM 09/01/2015 TO 09/30/2015

PAGE 7  
BANK CODE 00

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
09/30/2015	184767	PAUL OTTO	2105	415.75
09/30/2015	184768	PAGE CO-OP FARM BUREAU, INC.	175	1,113.67
09/30/2015	184769	PAGE COUNTY SHERIFF,PETTY CASH	404	13.68
09/30/2015	184770	PAGE NEWS & COURIER	185	402.00
09/30/2015	184771	TONY PAINTER	1899	105.80
09/30/2015	184772	PENN VETERINARY SUPPLY, INC.	171	1,173.48
09/30/2015	184773	PIFER OFFICE SUPPLY, INC.	187	1,238.50
09/30/2015	184774	DANIEL W. PRESGRAVES	996	40.00
09/30/2015	184775	ELVENA PRICE	1013	48.00
09/30/2015	184776	RACEY ENGINEERING PLLC	418	5,292.50
09/30/2015	184777	REED & REED, PC	2664	120.00
09/30/2015	184778	RICOH USA INC	3999	48.40
09/30/2015	184779	RICOH USA INC	3973	832.69
09/30/2015	184780	RONNIE'S ELECTRIC	103	255.50
09/30/2015	184781	CHARLES W. ROSE	566	120.00
09/30/2015	184782	EDWARD M. SEDWICK	4136	120.00
09/30/2015	184783	SHENANDOAH VALLEY ELECTRIC COO	3703	65.83
09/30/2015	184784	GWENDOLYN G. SHENK	4144	120.00
09/30/2015	184785	SPRINT	3238	36.58
09/30/2015	184786	SPRINT SOLUTIONS INC	3764	2,371.69
09/30/2015	184787	BETTY JO STILLWELL	1165	120.00
09/30/2015	184788	REBECCA W. STRAWDERMAN	4149	68.00
09/30/2015	184789	TITAN CLEANING SERVICES, LLC	4283	500.00
09/30/2015	184790	TOWN OF STANLEY	227	1,155.91
09/30/2015	184791	TOWN POLICE SUPPLY	655	68.20
09/30/2015	184792	TRACTOR SUPPLY COMPANY	3604	44.99
09/30/2015	184793	TREASURER OF VIRGINIA (DPOR)	2234	50.00
09/30/2015	184794	US FOODS INC	1771	3,704.34
09/30/2015	184795	VALLEY HEALTH	4320	3,283.87
09/30/2015	184796	VECTOR SECURITY	2926	523.00
09/30/2015	184797	WALMART COMMUNITY/GEGRB	1477	855.27
09/30/2015	184798	WEST MAIN MARKET	4082	405.00
09/30/2015	184799	WILLOUGHBY INDUSTRIES, INC.	1583	909.18
09/30/2015	184800	DONALD L. YOUNG	1732	120.00
09/30/2015	184801	ZEE MEDICAL INC.	4045	156.10

DATE RANGE TOTAL \* 890,628.33 \*



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**Payroll Warrant Report**  
**Checks Dated September 11, 2015**

			Gross	With	Net	Advance	Paid	Dir	Check
			Pay	Hold	Pay	Out	Back	Dep	Amount
*****	Grand	Totals ***	260793.21	85475.94	175317.27	.00	.00	153527.02	21790.25
	HR\$	OTHER PAY		3241.14	21.00	BEREAVEMENT LEAVE		311.43	
	HR\$	28.25 COMP TIME EARNED			10.50	COMP TIME PREMIUM			
	HR\$	72.00 COMP TIME TAKEN		1582.91	8.00	JURY DUTY		134.34	
	HR\$	4459.75 REGULAR PAY		75451.05		RETRO PAY		745.80-	
	HR\$	SALARY ADJUSTMENT		173363.36	136.61	SICK LEAVE		2637.57	
	HR\$	226.75 VACATION		4716.00					260692.00 HR\$
	ADD	CLOTHING ALLOWANCE		59.99		SUPPLEMENTAL HEALTH		41.22	101.21 ADD
	ABT	AFLAC		941.91		VRS DEFINED BENEFIT		618.84	
	ABT	DEFERRED COMPENSATION		25.00		FLEXIBLE SPENDING ACCT		727.29	
	ABT	HEALTH SINGLE W/ COMP		940.50		HEALTH DUAL W/ COMP		5792.00	
	ABT	HEALTH FAMILY W/ COMP		11081.00		HEALTH/KEY ADV 500/DUAL		152.50	
	ABT	HEALTH/KEY ADV 500/FAMILY		667.50		SUPP LIFE EMPLOYEE (TEMP)		307.28	
	ABT	VALIC		432.50		VRS DEFINED CONT ICMA		154.72	
	ABT	VRS		11706.31					33547.35 ABT
	TAX	FEDERAL WITHHOLDING		22381.43		MEDICARE		3315.56	
	TAX	FICA		14176.60		VIRGINIA WITHHOLDING		10966.14	50839.73 TAX
	DED	AFLAC		476.01		VA. CREDIT UNION		300.00	
	DED	CHILD SUPPORT		149.52		GARNISHMENT		130.83	
	DED	HEALTH SUBSCRIBER		16.50		CORR PEACE OFFICERS FOUN		15.00	
	DED	UNITED WAY OF PAGE COUNTY		1.00					1088.86 DED
	BEN	GROUP LIFE INSURANCE		1405.65		HEALTH INS. DUAL		13536.00	
	BEN	HEALTH INS. FAMILY		26522.00		HEALTH INSURANCE		17980.00	
	BEN	HEALTH/KEY ADV 500/DUAL		356.50		HEALTH/KEY ADV 500/FAMILY		1560.00	
	BEN	VRS ICMA-RC		154.72		MEDICARE		3315.56	
	BEN	VRS RETIREMENT EE		30538.45		HYBRID DISABILITY		92.84	
	BEN	SOCIAL SECURITY		14176.60		VRS HYBRID ER		1837.97	111476.29 BEN
		IMPUTED INCOME		796.32					
199 Employees	199 Checks								
	199 Regular checks amount -			21,790.25					
	0 Supplemental checks amount -			.00					
	0 Advance checks amount -			.00					
	0 Deduction checks amount -			.00					
	85 Females paid								
	149 Full time employees paid								
	50 Part time employees paid								

**Payroll Warrant Report**  
**Checks Dated September 25, 2015**

			Gross Pay	With Hold	Net Pay	Advance Out	Paid Back	Dir Dep	Check Amount
*****	Grand	Totals ***	260496.23	85505.88	174990.35	.00	.00	153590.68	21399.67
	HR\$	OTHER PAY		1511.71	22.00	COMP TIME EARNED			
	HR\$	2.50 COMP TIME PREMIUM			74.50	COMP TIME TAKEN		1203.91	
	HR\$	423.00 HOLIDAY DAY		7572.53	26.00	OVERTIME PREMIUM		164.84	
	HR\$	4052.50 REGULAR PAY		68774.39		RETRO PAY		706.09	
	HR\$	SALARY ADJUSTMENT		172999.36	129.36	SICK LEAVE		2476.24	
	HR\$	179.75 VACATION		4845.94					260255.01 HR\$
	ADD	CLOTHING ALLOWANCE		200.00		SUPPLEMENTAL HEALTH		41.22	241.22 ADD
	ABT	AFLAC		912.92		VRS DEFINED BENEFIT		618.84	
	ABT	DEFERRED COMPENSATION		25.00		FLEXIBLE SPENDING ACCT		727.29	
	ABT	HEALTH SINGLE W/ COMP		957.00		HEALTH DUAL W/ COMP		5792.00	
	ABT	HEALTH FAMILY W/ COMP		10580.00		HEALTH/KEY ADV 500/DUAL		152.50	
	ABT	HEALTH/KEY ADV 500/FAMILY		445.00		SUPP LIFE EMPLOYEE (TEMP)		307.28	
	ABT	VALIC		432.50		VRS DEFINED CONT ICMA		154.72	
	ABT	VRS		11722.36					32827.41 ABT
	TAX	FEDERAL WITHHOLDING		22495.61		MEDICARE		3321.67	
	TAX	FICA		14202.83		VIRGINA WITHHOLDING		11009.50	51029.61 TAX
	DED	AFLAC		476.01		VA. CREDIT UNION		300.00	
	DED	CHILD SUPPORT		149.52		GARNISHMENT		130.83	
	DED	GARNISHMENT		560.00		HEALTH SUBSCRIBER		16.50	
	DED	CORR PEACE OFFICERS FOUN		15.00		UNITED WAY OF PAGE COUNTY		1.00	1648.86 DED
	BEN	GROUP LIFE INSURANCE		1417.09		HEALTH INS. DUAL		13536.00	
	BEN	HEALTH INS. FAMILY		24680.00		HEALTH INSURANCE		18290.00	
	BEN	HEALTH/KEY ADV 500/DUAL		356.50		HEALTH/KEY ADV 500/FAMILY		1040.00	
	BEN	VRS ICMA-RC		154.72		MEDICARE		3321.67	
	BEN	VRS RETIREMENT EE		30579.80		HYBRID DISABILITY		92.84	
	BEN	SOCIAL SECURITY		14202.83		VRS HYBRID ER		1837.97	109509.42 BEN
		IMPUTED INCOME		796.32					
201 Employees	201 Checks								
	201 Regular checks amount -			21,399.67					
	0 Supplemental checks amount -			.00					
	0 Advance checks amount -			.00					
	0 Deduction checks amount -			.00					
	84 Females paid								
	148 Full time employees paid								
	53 Part time employees paid								

Minutes  
Board of Supervisors  
Work Session  
September 1, 2015

Members Present: Johnny Woodward, Chairman At-Large  
D. Keith Guzy, Jr., District 1 (Arrived at 7:07 p.m.)  
David Wiatrowski, District 2  
J. D. Cave, District 3  
Dorothy F. Pendley, District 5

Absent: Darrell, Short, District 4

Staff Present: Amity Moler, County Administrator  
Regina Miller, Assistant to the County Administrator  
Nathan Miller, County Attorney

**Call to Order:**

Chairman Johnny Woodward called to order the work session of the Page County Board of Supervisors on September 1, 2015, at 7:00 p.m., in the Board of Supervisors Room located in the Page County Government Center, 103 South Court Street, Luray. A quorum of the Board was present.

Supervisor Cave asked that the matter involving food establishments be addressed before the closed session.

**Request from the Town of Luray for TOT Funds/Ruffner Plaza Restroom:**

Charles Hoke, Luray Town Manager, asked for funding from the Transient Occupancy Tax (TOT) to construct restrooms on Ruffner Plaza. He stated that the Town of Luray has done a lot to encourage tourism such as expansions to the Greenway and additions to the Ralph Dean Park. Luray invested \$800,000 to improve the Park to allow for little league tournaments. As a result, this has become a tourist destination for sports because leagues from other states come here for little league events and tournaments. Due to the amount of activities at Ruffner Plaza, he requested \$50,000 for the construction of a permanent restroom structure with the facades similar to the existing two restrooms along the greenway. If this request is approved, the Town would oversee the entire project, obtain all necessary permits and the Parks & Recreation Director would be the project manager. After they are constructed, the Town would maintain the restrooms. Lastly, he pointed out that the Town has a meals and occupancy tax, which is spent on events.

(Clerks Note: Supervisor Guzy arrived at 7:07 p.m.)

Supervisor Cave asked Mr. Hoke how much TOT the Town of Luray receives. Mr. Hoke said about \$100,000, which is invested in the Town's events.

Mrs. Moler explained that 2% or 2/5<sup>ths</sup> of the TOT has to go back to the County, therefore, the Board has \$56,000 remaining from last fiscal year to spend.

Chairman Woodward said there are three towns to consider for these funds. He agreed that there is a need for restrooms in that area.

Supervisor Guzy expressed that the construction of a structure is a one-time expense, which is a good use of the TOT funds. He added that he thinks it would be best to wait until the September audit to be sure of the remaining TOT funds.

Supervisor Cave added that as time goes on and the TOT increases more and more people want the money and the money comes primarily from the cabin rentals. The State says the money needs to be spent on tourism. Supervisor Cave expressed uncertainty as to whether or not restrooms on the Greenway brings in cabin renters.

Supervisor Wiatrowski commented that TOT funds bought Christmas lights for Stanley and he's not sure how many people outside of Page County went to Stanley to look at Christmas lights. He felt that restrooms on the Greenway is a tourism project.

It was consensus of the Board to discuss the request further at the October 6<sup>th</sup> work session, once the audit has been completed to determine the exact amount remaining in TOT funds from last fiscal year.

**Additional TOT Funds Request – VFW:**

Mrs. Moler said that \$5000 has already been given to the VFW for the bluegrass festival they hold every year. They are now requesting an additional \$2,000 for "Picking at the Post" during Labor Day weekend.

County Attorney Miller suggested that Mrs. Moler establish some kind of certification as to how this money is spent from an audit standpoint. So then it can be justified to the auditors that it has been spent for tourism related activities.

Chairman Woodward suggested that the Board ask Mr. Butch Fleharty of the VFW to be invited to the October 6<sup>th</sup> work session for a more detailed discussion.

**Chapter 119 County Code Amendment:**

Sheriff John Thomas said several years ago the Board adopted an ordinance to enforce the state code on private roadways. This enabled the County to post signs with a speed limit in compliance with VDOT's recommendations on private roadways. Some residential developments had professional engineers conduct a survey and found that the code recommended 25 mile per hour speed limit was still too fast, and they would like a 15 mile per hour limit. The County Attorney revised County Code Section 119-5 and added a new Section 119-7 which allows the chief administrative officer of the County to increase or decrease the speed limits, after a study has been complete. This will allow the County to designate different speed limits in different subdivisions and make changes from time to time as required, without having to change the ordinance every time.

**Motion:** Supervisor Wiatrowski moved to hold a public hearing on the Chapter 119 County Code amendment. Supervisor Pendley seconded and the motion carried by a vote of 5-0. Aye: Woodward, Guzy, Wiatrowski, Cave. Nay: None. Absent: Short.

**4-H Shooting Range Update:**

Sheriff Thomas said the Page County Sheriff's Office shooting range is completed and is open for firearms training. Because of the County's liability insurance issues, County Attorney Miller discouraged use of the range by the public. A 4-H shooting club has been approved, with the 4-H providing all insurance coverage. He and State Trooper Nick Winum are scheduled to attend a 2-day training class with the 4-H. The club, he said, will be formed as soon as the training is complete. It will be opened to ages 8 thru 19, and at least one member of the Sheriff's Office will be present anytime the range is open to the 4-H, along with a sufficient number of 4-H volunteers. The club will concentrate on the proper use of air rifles and 22-caliber rifles. The 4-H has \$4,000 to \$5,000 to donate to this project. Sheriff Thomas concluded that this is a wonderful opportunity to teach young citizens how to safely use and respect firearms.

**Motion:** Supervisor Guzy moved to allow the use of the Page County Sheriff's Office range by the 4-H for a shooting club. This permission is made with the understanding that all civil liability for such use is held by the 4-H and that a sufficient number of 4-H and Sheriff's Office volunteers are on site when the range is used for this purpose. Also, there must be proof of certification of completion of the trainers and the leaders as well as proof of insurance verified by the County Attorney. Supervisor Wiatrowski seconded and the motion carried by a vote of 5-0. Aye: Guzy, Wiatrowski, Cave, Pendley, Woodward. Nay: None. Absent: Short.

**Bus Garage Savings (Sheriff's Department):**

Sheriff Thomas presented and reviewed several spreadsheets with the Board outlining the savings by using private mechanic shops versus the school bus garage to repair Sheriff's Office vehicles. The grand total spent in Fiscal Year 2014 for the bus garage repairs was \$79,661.23. The total spent in Fiscal Year 2015 at private mechanic shops was \$55,929.87.

**Food Establishments Discussion Relating to Farmer's Markets:**

Supervisor Cave said he received an email from a constituent about a situation she had with permitting for a food stand at a farmer's market. Supervisor Cave asked the Board if Susan Guest could speak briefly on her dilemma and what she expects the Board to do about it.

Susan Guest, owner of Dancing Cow Farm in Luray, said she was speaking mainly for information purposes to let the Board know what has transpired over the last four months concerning her permit for a food service operation at farmer's markets. She indicated that her income comes from selling her products at farmer's markets. Her food booth, she said, is a temporary food establishment, which was established in 2013 utilizing the food safety regulations found in the Code of Virginia under the inspection of the Virginia

Department of Agriculture and Consumer Affairs (VDACS). She expressed that she operated her food booth at the Luray Farmer's Market in 2013 and 2014. Since the establishment of the Shenandoah Marketplace, she attempted to setup a food booth there and called the VDACS inspector for approval. The inspector asked if the market was public or private. Mrs. Guest said the market is private and she was told she could not operate the temporary food establishment at the market in Shenandoah. Therefore, the food booth would need to be approved by the local health department. She said that there is an issue with the local health department approving these food booths. The Loud Fairfax Health District has determined that farmer's markets do not fall under their definition of one off events; they are recurring. However, their definition of one off events is any event, though it can be annual, with a duration of less than 14 days. Therefore, her permit was declined based upon their interpretation of this law that this farmer's market is not a one off event; however, the other local health departments do not interpret it that way. The health department told her that they felt her approvals in the other districts that she operates in are due to an erroneous interpretation of the law. For the past two years, VDACS has been trying to get local health departments in the state to undertake inspections of all farmer's markets, both public and private. She said that her food booth is a temporary food establishment. The Health District says that she needs a food truck to operate at a farmer's market. The casualties here are the Shenandoah Marketplace, the Town of Shenandoah, and the County. She indicated that this is being discussed in the state as to who is going to be inspecting Virginia farmer's markets. She noted that she has also involved the Farm to Consumer Legal Defense Fund, who is a national organization that represents small farmers.

County Attorney Miller said the Board needs to contact our legislators on this issue to try to get some consistency on who is going to regulate this and what those regulations will be. There is nothing this Board can do, specifically, to change this regulation. Mrs. Moler pointed out that she received a final answer from the health department that explains which agency regulates farmer's markets, whether they be public or private.

Supervisor Cave suggested that the Board get with Counsel to see what they can do to support Mrs. Guest.

Chairman Woodward read the email received on this matter from the Department of Health. The Board thanked Ms. Guest for bringing this matter to their attention.

**New County Website Reveal:**

Mrs. Miller revealed the newly designed County website to the Board and citizens.

**Closed Session:** 8:37 p.m.

**Motion:** Supervisor Guzy moved that the Page County Board of Supervisors convene in closed session under the Virginia Freedom of Information Act for discussion of the award of a public contract involving the expenditure of public funds to add Page County as a member of the RSW Regional Jail Authority, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiation strategy of the Authority, pursuant to Section 2.2-3711 (A)(29) of



the Code of Virginia. Supervisor Pendley seconded and the motion carried by a vote of 5-0. Aye: Wiatrowski, Cave, Pendley, Woodward, Guzy. Nay: None. Absent: Short.

**Exit Closed Session:** 9:30 p.m.

**Motion:** Supervisor Guzy moved the closed meeting be adjourned and the Page County Board of Supervisors reconvene in open session. Supervisor Pendley seconded and the motion carried by a vote of 5-0. Aye: Wiatrowski, Cave, Pendley, Woodward, Guzy. Nay: None. Absent: Short.

**Certification of Closed Meeting:**

To the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711(A) of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

**Recorded Roll Call Vote:**

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
D. Keith Guzy, Jr.	X			
David Wiatrowski	X			
J. D. Cave	X			
Darrell Short	X			
Dorothy Pendley	X			
Johnny Woodward	X			

There was no action as a result of Closed Session.

**Adjourn:** 9:32 p.m.

With no further business, the meeting was adjourned.

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Johnny Woodward, Chairman

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Amity Moler, County Administrator

Minutes  
Board of Supervisors  
Regular Meeting  
September 15, 2015

Members Present: Johnny Woodward, Chairman At-Large  
D. Keith Guzy, Jr., District 1 (Arrived at 7:15 p.m.)  
David Wiatrowski, District 2  
J. D. Cave, District 3  
Darrell Short, District 4  
Dorothy F. Pendley, District 5

Staff Present: Amity Moler, County Administrator  
Regina Miller, Assistant to the County Administrator  
Ben Blevins, Management Analyst  
Nathan Miller, County Attorney

**Call to Order:**

Chairman Johnny Woodward called to order the regular meeting of the Page County Board of Supervisors on September 15, 2015, at 7:00 p.m. at the Stanley Elementary School, 306 Aylor Grubbs Avenue, Stanley, VA 22851. The Call to Order was followed by the *Pledge of Allegiance* and the Invocation was given by Pastor Phyllis Diamond. A quorum of the Board was present.

**Adoption of Agenda:**

**Motion:** Supervisor Cave moved to adopt the agenda. Supervisor Pendley seconded and the motion carried by a vote of 5-0. Aye: Woodward, Wiatrowski, Cave, Short, Pendley. Absent: Guzy, Nay: None.

**Presentations, Proclamations and Awards:**

**Constitution Week Proclamation:**

Dolores Lackovitch, Shenandoah River Chapter of the Daughter's of the American Revolution (DAR), presented a Constitution Week Proclamation and requested that the Board consider its adoption.

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**#2015-09**  
**PAGE COUNTY, VIRGINIA PROCLAMATION**  
Constitution Week 2015

**WHEREAS**, September 17, 2015, marks the two hundred and twenty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS**, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

**WHEREAS**, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

**WHEREAS**, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17<sup>th</sup> through 23<sup>rd</sup> as Constitution Week;

**NOW, THEREFORE**, I, Johnny Woodward, Chairman of Board of Supervisors for Page County, Commonwealth of Virginia, do hereby proclaim September 17<sup>th</sup> through 23<sup>rd</sup>, 2015 as:

### **CONSTITUTION WEEK**

in all the towns, communities and schools within the County of Page and ask our citizens to reaffirm the ideals of the Framers of the Constitution in 1787.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the Great Seal of the Page County, Virginia on this fifteenth day of September in the year of our Lord two thousand fifteen and of the Independence of the United States of America the two hundred and thirty ninth and of the Commonwealth of Virginia the four hundred and eighth.

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(Clerks Note: Supervisor Guzy arrived at 7:15 p.m.)

**Motion:** Supervisor Wiatrowski moved to adopt the Proclamation for Constitution Week. Supervisor Cave seconded and the motion carried by a vote of 6-0. Aye: Guzy, Wiatrowski, Cave, Short, Pendley, Woodward. Absent: none. Nay: None.

#### **Public Comments on Agenda Items:**

There were no speakers during Public Comments on Agenda Items.

#### **Action Matters:**

##### **Airport Grant Acceptance – Road Relocation Project:**

##### **EXHIBIT A**

Powell Markowitz, Luray-Page County Airport Authority, reviewed the airport's income statement with the Board. He explained that the Authority wants to relocate Airport Road farther to the west because the road currently sits higher than the runway and is too close, according to the Federal Aviation Administration (FAA) rules. The contract has been bid to move the road and the total cost of the project is \$3,957,000. He noted that he does not need any money from the County for this project. They have the money and it is in their budget for this current year. He needs the Board to authorize Mrs. Moler to sign the Federal Grant (FAA), State Grant (DOAV), the contract with

Branch Highways, the amendment to the Delta Airport Consulting engineering agreement, and the one year extension on Delta's master contract.

**Motion:** Supervisor Cave moved to adopt the Resolution **[Exhibit A]** to authorize the County Administrator to execute certain grant agreements issued by the Federal Aviation Administration. Supervisor Wiatrowski seconded and the motion carried by a vote of 6-0. Aye: Wiatrowski, Cave, Short, Pendley, Woodward, Guzy. Nay: None.

**Budget Changes:**

Ben Blevins, Management Analyst, explained the two budget changes.

Department	Description	Revenue Source	Expenditure	Amount
Page County School Board	additional funding	State Government Commonwealth of VA	Page County School Board (Instruction)	\$4,737
Page County Sheriff's Office	additional funding	Private Sector	Page County Sheriff's Office	\$1,000
Total				\$5,737

**Motion:** Supervisor Guzy moved to approve the Project Graduation Summer Academy 2015 Grant Award and Wal-Mart Foundation Grant by appropriation the amount of \$5,737. Supervisor Short seconded and the motion carried by a vote of 6-0. Aye: Cave, Short, Pendley, Woodward, Guzy, Wiatrowski. Nay: None.

**Board and Commission Appointments:**

The Board and Commission appointments were reviewed as follows:

**Planning Commission:**

A vacancy exists on the Planning Commission for the District 4 seat. An appointment needs to be made for a term to expire on January 11, 2019.

There was no individual to consider for the appointment.

**Shenandoah Area Agency on Aging:**

An individual needs to be appointed for a term that will expire on September 30, 2018. Ann Holsinger's term on the SAAA Board will expire on September 30<sup>th</sup>. She has not been attending meetings and is not recommended for reappointment. Therefore, an individual will need to be appointed to fill this seat for a four year term to expire September 30, 2019.

There was no individual to consider for the appointment.

**Lord Fairfax EMS Council:**

The term of Scott Higgs has expired. He no longer wants to continue serving. It has been recommended that Brenda Higgs be appointed to fill the seat for a three year term through June 30, 2018. Brenda has been a volunteer with the Luray Volunteer Rescue Squad for

many years. Jill Young has resigned from the Council. Josh Gray has been recommended for appointment to fill the seat for an unexpired term through June 30, 2016. Josh is a volunteer with the Stanley Volunteer Rescue Squad. Both individuals are willing to serve and are recommended for appointment by Jeff Hensley.

**Motion:** Supervisor Cave moved to appoint Josh Gray for an unexpired term through June 30, 2016 and Brenda Higgs for a three year term expiring on June 30, 2018 to the Lord Fairfax EMS Council. Supervisor Guzy seconded and the motion carried by a vote of 6-0. Aye: Short, Pendley, Woodward, Guzy, Wiatrowski, Cave. Nay: None.

Water Quality Advisory Committee:

The terms of John Gibson, Keith Griffith (Town of Stanley Representative), Julian Price, and Linda Campbell (Soil & Water Conservation District Representative) expired on September 9<sup>th</sup>. All four are willing to serve another three year term and are recommended for reappointment.

**Motion:** Supervisor Guzy moved to appoint John Gibson, Keith Griffith, Julian Price, and Linda Campbell to the Water Quality Advisory Committee for a three year term through September 9, 2018. Supervisor Cave seconded and the motion carried by a vote of 6-0. Aye: Pendley, Woodward, Guzy, Wiatrowski, Cave, Short. Nay: None.

Board of Equalization:

The reassessment is almost complete and the Board of Equalization needs to be appointed before the first of the year. The Board needs to be made up of three to five members, 30% of which needs to be commercial or real estate appraisers, other real estate professionals, builders, developers, or legal or financial professionals, and at least one such member shall sit in all cases involving commercial, industrial or multi-family residential property unless waived by the taxpayer.

Chairman Woodward asked the Board to be thinking of qualified people to serve on this board.

Consent Agenda:

**Motion:** Supervisor Short moved to approve the Consent Agenda as follows:

- Financial reports for the period of August 1-31, 2015;
- Accounts payable checks, payroll checks, payroll direct deposits, and payroll tax related electronic fund transfers totaling \$1,418,261.11 for the month of August 2015;
- Minutes of August 4, 2015 and August 18, 2015;
- One coyote claim to Paul Kinser, totaling \$50.00.

Supervisor Wiatrowski seconded and the motion carried by a vote of 6-0. Aye: Woodward, Guzy, Wiatrowski, Cave, Short, Pendley. Nay: None.

**Old Business:**

Chairman Woodward asked Supervisor Guzy and Short about the building and zoning fee committee meeting. Supervisor Guzy and Supervisor Short said they would try to meet one day next week to get everything finalized. It can then be placed on the October 6<sup>th</sup> work session agenda.

**New Business:**

**Supervisor's Corner – September 2015:**

Supervisor Guzy indicated that he did not prepare the Supervisor's Corner for the month but said he would do so and send it out to the Board members.

**Open Public Comments:**

There were no speakers during Open Public Comments.

**Administrator's Report:**

Mrs. Moler informed the Board that the RFP for IT services has been issued and the RFP for the Stanly Plaza roof will be published the following week. She reminded the Board that her six month evaluation was due September 1, 2015. Lastly, she said that the courthouse security project has been completed, but was not sure what date the Sheriff would implement the system.

**Supervisors Time:**

All Board members thanked everyone for attending the meeting.

**Adjourn:** 7:55 p.m.

With no further business, Chairman Woodward adjourned the meeting.

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Johnny Woodward, Chairman

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Amity Moler, County Administrator

# SUPERVISOR'S CORNER

David Wiatrowski, Supervisor, District 2

October 2015

This informational publication is authorized by the Page County Board of Supervisors to keep citizens informed on matters of County interest.

## **2015 On-time Graduation Rate:**

According to the Virginia Department of Education, Page County was tied for third place for the on-time graduation rate, in the Commonwealth of Virginia, for 2015. The County was tied with Charles City, both, with a rate of 98.2%. Page had 274 graduates and Charles City had 97. Falls Church ranked first place, with a rate of 98.8% and 168 graduates. West Point ranked second place with a rate of 98.4% and 64 graduates.

## **Sheriff's Office Shooting Range:**

To further Page County's ability to adequately train officers of all local departments, a new firing range has been built on the grounds of the Stanley Landfill. Taxpayer's money was not used to construct the range. All funds came from grants or asset forfeiture funds. The range will not be open to the public.

## **4-H Shooting Club:**

Another exciting development is that the Sheriff's Office is partnering with the Cooperative Extension Service to develop a 4-H Shooting Club for young people in the community. The new shooting range will provide our young people with an opportunity to learn how to safely handle and operate firearms. More information about this new club will be provided in the near future.

## **Economic Development:**

The Department of Economic Development is gearing up in partnership with the Page County School system to launch the first ever Youth Entrepreneurship Contest. It is our goal to create career opportunities for our youth in our Community and working with our local schools is the most practical first step; our Students are our future and we need to invest in them. The program is planned to launch in February during National Entrepreneurship week.

### **Upcoming Board of Supervisors Meetings:**

October 20 – Board of Supervisors Regular Meeting, 7:00 p.m., Shenandoah Elementary School  
November 4 – Board of Supervisors Work Session, 7:00 p.m., Board Room (Government Center)  
November 17 – Board of Supervisors Regular Meeting, 7:00 p.m., Board Room (Government Center)

**MOTION TO CONVENE A CLOSED MEETING UNDER  
THE VIRGINIA FREEDOM OF INFORMATION ACT  
Board of Supervisors Meeting – October 20, 2015**

I move that the Page County Board of Supervisors convene in closed session under the Virginia Freedom of Information Act:

[ ] for discussion of the award of a public contract involving the expenditure of public funds to add Page County as a member of the RSW Regional Jail Authority, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Authority, pursuant to Section 2.2-3711 (A)(29) of the Code of Virginia.

**MOTION TO ADJOURN CLOSED MEETING & RECONVENE IN OPEN SESSION:**

I move the closed meeting be adjourned and the Page County Board of Supervisors reconvene in open session.

MOTION:\_\_\_\_\_

SECOND:\_\_\_\_\_

**Certification of Closed Meeting:**

To the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711 (A) of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

Recorded Roll Call Vote:

AYE

NAY

ABSENT

ABSTAIN

D. Keith Guzy, Jr.  
David Wiatrowski  
J. D. Cave  
Darrell Short  
Dorothy Pendley  
Johnny Woodward